GUIDELINE FOR APPLICANTS

This guide is intended to provide technical information to applicants for submitting a PhD application through the online platform PICA. For any information of scientific interest, applicants are invited to contact the Coordinator of the PhD Programme.

Before starting to fill out the application form, it is essential to read carefully:

• THE CALL FOR ADMISSION FOR PHD POSITIONS – XXXV CYCLE - July 2019 edition

• THE PHD PROGRAMME INFORMATION SHEET (ANNEX 1) of the PhD programme for which the application is being presented. In this sheet, you will find the evaluation criteria, the requested documents to be uploaded, the available positions and the available research projects or topics.

Both documents are available on PhD Programmes web page, within the specific PhD Programme page.
1. REGISTRATION AND ACCESS ON THE ONLINE PLATFORM

Applications for the Call for admission to the PhD Programmes can only be submitted through the online application platform.

Applicants need to register or access the platform through the link: [https://pica.cineca.it/login](https://pica.cineca.it/login)

![Image 1 – Registration or Authentication page]

In case of first access, applicants need to register by clicking on "New Registration" and enter the data requested by the system.

![Image 2. Registration for a new user]

Via Bogino, 9 – 10123 Torino
e-mail: dottorati@unito.it
After entering all the data required by the registration procedure, click on "New registration" button. The system will send an e-mail to the email address provided in order to confirm the registration.

In the event that an applicant does not receive this email or is unable to view it, support can be requested by writing to unitorino@cineca.it.

If you already have credentials, but do not remember them, you can click on “Forgotten credentials?”
Applicants who already have a user account for the LOGINMIUR database can log in without registering, by using their LOGINMIUR account username and password, in the credentials field. In this case, LOGINMIUR must be selected in the CREDENTIALS drop-down menu.

Image 5. Access to platform by using LOGINMIUR credentials

If you need support while registering on or accessing the online platform, you can write to: unitorino@cineca.it
2. CREATING THE APPLICATION

Once the registration and/or the access has been made, applicants can proceed with the participation in the call by creating the application.

With your credentials, enter the https://pica.cineca.it/unito/ web site and click on "Dottorati di Ricerca/Phd Programmes"

![Image 6. Entering the call for admission](image)

After that, in order to proceed with the creation of application, click on "Your applications"

![Image 7. Your applications](image)
To create the application, click on the button “New submission”, at the bottom of the page, on the left.

The application will consist of the following FIVE SECTIONS:

- PERSONAL DATA
- DECLARATIONS
- PHD PROGRAMME
- ACADEMIC QUALIFICATIONS
- DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM

You can create the application, start filling it out, save the data and come back to the platform later. The application will be saved and will be accessible again from the Dashboard. Modifications and additions are possible through the EDIT button.
Section 1 - Personal Data

The first section to fill out concerns the PERSONAL DATA. You will find this part pre-filled with the data already entered in the registration procedure and you have therefore to fill in the missing fields. If there are mistakes in the personal data, you can modify them by accessing the "User profile", in the upper right corner of the page.

**WARNING:** At the end of each section, you must always click on the "SAVE AND PROCEED" button. Entered data will be saved and you will be able to continue with the application.

If the information provided was successful, you can proceed to the next section, otherwise error messages will appear and it will be necessary to correct the data entered or include any missing information in mandatory fields.
SECTION 2 – Declarations

In the DECLARATIONS section, you will be asked to provide some declarations. In this section, it is also required to upload an identity document. Eligible identity documents are identity card, passport, or driving license. Finally, it is also possible to indicate the request for additional aids or time, if necessary.

SECTION 3 - PhD Programme

In the PhD Programme section, you must select the PhD programme for which you are applying.

Furthermore, if the PhD Programme includes curricula, you must select amongst the offered curricula.

After the choice of the PhD Programme (and of any curriculum, if applicable) you must select the title of the research project / research area for which you are applying.

Finally, in the last part of the section, you are requested to indicate if you intend to take the interview electronically, if you are admitted to this step of selection.

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SECTION 4 – Admission qualifications

In the Admission qualifications section, you have to provide information relating to the qualification that you have and that gives access to the PhD (See Articles 3 and 4 of the Call for admission for PhD positions).

Depending on the status of the qualification, you must firstly choose amongst the following 4 options:

– Graduated Italian degree or equivalent
– Graduating Italian degree
– Graduated foreign degree
– Graduating Foreign degree

Then provide the information about the qualification you have or are obtaining.
Next, as part of your study and research career, you have to provide information relating to the BACHELOR DEGREE-

In the case of qualifications obtained abroad, applicants must upload the documents required by the Call as set in Article 4 of the Call for admission for PhD positions.

**SECTION 5 - Documents to be submitted with the application form**

The section allows applicants to upload all the documents required for participating in the selection, according to the PhD Programme chosen, except for the reference letters for which a separate procedure is provided (see paragraph 4).

In this section, you can provide information and supporting documentation related to:

- **RESEARCH PROJECT**
- **ABSTRACT MASTER THESIS**
- **PUBLICATIONS**
- **OTHER QUALIFICATIONS:**
  - HONOURS
  - RESEARCH EXPERIENCE
  - FOREIGN LANGUAGES
  - ANY OTHER SPECIFIC DOCUMENTS REQUESTED BY THE PHD PROGRAMME (ANNEX 1)
Applicants are strongly advised to read carefully which documents are required by the PhD Programme they have chosen in order to include them in the procedure in a complete and correct manner. This information can be found in the PHD PROGRAMME SHEET (Annex 1).

The uploaded files must be in pdf format and must be readable.

3. SUBMITTING THE APPLICATION

After completing the sections and uploading the files required by the call and the PhD Programme Information Sheet, you can submit the application, upon payment of the application fee and signing of the application.

You can proceed with the payment of the application fee by clicking on the "PAYMENT" button (see Article 7 of the Call for admission for PhD positions).

Then by clicking on the SIGN AND SUBMIT button, you must proceed with the signature of the application following the instructions provided by the platform.
Once the procedure has been completed and the electronic application has been submitted, you will receive an e-mail with the notification of the correct transmission of the application. At any time, you can re-enter the system, log in with the credentials and view the application.

**MODIFICATION AND WITHDRAWAL**

- If you have submitted the application and have already received the email confirmation of the submission, it will no longer be possible to access the application in order to modify it, but it will only be possible to withdraw it by accessing the withdrawal procedure from the dashboard. After that, you will be able to create a new application, re submit it and pay the application fee.

- If you have generated the pdf file of the application, but have not completed the submission procedure yet (the signed application has not been uploaded and therefore you have not received the confirmation email of the submission), then you can write to unitorino@cineca.it requesting the opening of the application, specifying the motivation, the application id and attaching the identification document.

**4- REFERENCE LETTERS**

If requested by the PhD Programme (see Annex I), after submitting the application (Section 3), applicants can invite external referees via the 'Reference Letters' button in the dashboard.

If this is the case, you must click the “Reference Letters” button and fill in with relevant information in order to send the invitations to the selected referees. You must include the institutional referee's email address, not a personal email address.

The invited referee will receive the request to fill in the "reference letter". The
reference letter will be filled in and released through the online platform. It has to be sent through the online platform by September 5 at 11.59 pm (Italian time). Reference letters sent after this deadline will not be taken into consideration. Applicants are advised to inform the referees who will receive the request. If the referee completes and sends the letter, the applicant will receive an e-mail specifying that the letter has been sent. However, applicants can always check the status of the request. The reference letters uploaded by the applicants will not be taken into consideration.

If applicants wish to change the referee, they must send an email to unitorino@cineca.it specifying the ID of the application.

5. SUPPORT

Information on the selection process can be requested by sending an email to: dottorati@unito.it

For technical problems, it is necessary to contact: unitorino@cineca.it

No other email addresses will be used or read.